



**Town of Middletown**  
7875 Church Street  
Middletown, Virginia 22645  
(540) 869-2226 ♦ Fax (540) 869-4306  
*Gateway to Cedar Creek and Belle Grove National Historical Park*

## TRANSIENT OCCUPANCY TAX RETURN

Name of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**RETURN FOR THE MONTH OF** \_\_\_\_\_  
(Month) (Year)

1. Total Gross Rentals \_\_\_\_\_
2. Total Deductions \_\_\_\_\_
3. Amount on which Tax to be completed \_\_\_\_\_
4. Tax \_\_\_\_\_  
(5% of line 3)
5. Penalty for late filing and payment \_\_\_\_\_  
(\$2.00 or 10% of line 4, whichever is greater)
6. Interest for late filing and payment \_\_\_\_\_  
(10% per annum line 5)
7. Total tax, penalty and interest due and payable \_\_\_\_\_

**I hereby declare that this return has been examined by me and to the best of my knowledge is a true, correct and complete return.**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name) (Signature)

**NOTE:** This return must be filed even when no sales were made during the period. If a change of ownership has occurred, the new owner must register with the Town and the prior owner must advise the Town Office when making a Final Return. The Return must be signed and accompanied by the correct amount of payment due. Checks should be made payable to **TOWN OF MIDDLETOWN**, and either mailed or hand delivered to 7875 Church Street, Middletown, Virginia 22645, not later than the 20<sup>th</sup> of the month following the month covered in the Return.